

Position Description

Regional Partnership Implementation Manager



VCCC Alliance
Overcoming cancer together

Position Title:	Regional Partnerships Implementation Manager		
Reports To:	Direct	Regional Innovations Program Manager	
	Indirect	Regional Projects Manager	
Position Type:	Part-time (0.6 FTE) Maximum Term Contract	Location:	VCCC Alliance
End of Tenure Date: <i>(inclusive 6 mths probation)</i>	Until June 2024		
Key Relationships:	Internal	<ul style="list-style-type: none">• VCCC Alliance Regional Innovations Project Manager & Regional Partnership and Program Manager• VCCC Alliance Head of Research and Head of Education and program teams• VCCC Alliance Communications Team• VCCC Alliance Regional Leads	
	External	<ul style="list-style-type: none">• Regional Partnership Officers across Victoria• Regional Health Service Cancer Workforce• Heads/Directors of Cancer Centres, Clinical Trial Unit Directors and Unit Managers at sites• Research Office• Oncology clinicians and researchers• Clinical trial staff• Health Service administrative and operational staff• Consumer advocates• Health service/cancer centre educators	

POSITION PURPOSE

The VCCC Alliance have recently engaged in a regional program partnership with regional cancer centres across Victorian with a commitment to work collaboratively, share knowledge, resources and/or expertise.

The Regional Partnerships Implementation Manager is a newly created role which is primarily accountable for liaising and providing a central point of contact between the cancer centre regional partnership officers and the VCCC Alliance to implement processes to ensure continued engagement with key programs of work, this will include establishing and formalising a communication pathway for connecting and sharing resources and supporting the VCCC Alliance to undertake an evaluation of the partnership.

The Regional Partnerships Implementation Manager will work closely with the VCCC Alliance, specifically the Regional Project Manager to ensure activities are aligned with local needs and the core principles of the VCCC Alliance partnership policy. The Regional Partnerships Implementation Manager will also work collaboratively and work with regional partnership officers to conduct education needs analysis and develop a clinical trial barriers project.

CONTEXT

VCCC Alliance



The vision for the VCCC is to save lives through the integration of cancer research, education and patient care.

Founded in the holistic principles of the internationally recognised Comprehensive Cancer Centre model, the Victorian Comprehensive Cancer Centre is a powerful alliance of 10 leading research and clinical institutions with a shared commitment to working together to advance and accelerate cancer research, treatments, preventions and cures.

The VCCC Alliance has a 3.5-year agreement to June 2024 with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Plan.

The VCCC Strategic Program Plan 2021-24 maps a structured approach to tackling some of the big challenges in cancer with the aim of delivering long-lasting benefits. The Strategic Program Plan was developed through the planning and contributions of VCCC Alliance partner organisations, external stakeholders, consumers and the community and has highlighted 10 programs of work which are grouped into the broad themes of: Discovery, Acceleration, Equity and Leadership.

Our Team Purpose

Be known for enabling the best research-led cancer care for all

Our Values

Collaboration - we connect and support to empower sustainable change

Integrity - we are respectful of the cancer community and accountable for our contribution

Creativity - we cultivate ideas and dare to innovate

Achievement - we strive to make an impactful difference and produce results

KEY RESPONSIBILITIES:

Project Management

The key responsibility of the Regional Partnerships Implementation Manager is to support and coordinate the Regional Partnership Officers in operationalising the Partnership Agreement between the VCCC Alliance and Victorian Regional cancer Centres. The position will be responsible for coordinating and supporting the regional partnership officers to conduct an educational needs analysis and scope the cancer centres potential to implement VCCC Alliance activities and programs of work. The Regional Partnerships Implementation Manager will work in close collaboration with VCCC Alliance staff and Cancer Centre staff to develop and formalise a communication pathway. The Regional Partnerships Implementation Manager will be responsible for developing a community of practice for the regional partnership officers and coordinating collective effort to develop projects aiming to increase clinical trial participation in regional and rural Victoria.

- Develop and coordinate a community of practice for partnership officers
- Establish and maintain a network of communications to inform regional sites of VCCC Alliance opportunities and updates (ie. Newsletter)
- Establish streamlined communication channels between VCCC Alliance and the regional cancer centre health services
- Identify and coordinate opportunities for collaboration and shared (VCCC and regional clinical trial units) pre-existing and new resources
- Coordinate appropriate VCCC Alliance SPP projects as identified by VCCC Alliance programs in collaboration with regional cancer centres and clinical trial units
- Work collegiately with all VCCC staff, Leads and committees to support program goals and objectives
- Provide and support VCCC Alliance with data and information as requested

- Develop (with VCCC Alliance staff) and coordinate the evaluation activities to support and measure success of the Partnership Agreement; Development of project plan; Evaluation indicators; Submission of evaluation reports
- Develop and implement a project in consultation with regional partnership officers to increase clinical trial participation in regions, taking into consideration local barriers to access.
- Coordinate and provide (to VCCC Alliance) an educational needs analysis with regional cancer centres to inform regional education programming
- Through interactions with stakeholders, incrementally demonstrate the following responsibilities:
 - gather and synthesise evidence to inform program activities;
 - prepare high quality communications material, reports and presentations to support the program planning, implementation and evaluation requirements;
 - Identify and report risks and issues;
 - manage timelines and report on activities, achievements and overall outcomes;
 - contribute to VCCC reporting as required;
- Undertake evaluation activities to support and measure success of the Partnership Agreement, including the development of project plan including evaluation indicators and submission of evaluation reports;

Other

- Work collaboratively and collegiately with all VCCC Alliance and Regional Trial Network organisations
- Other relevant duties or support to additional programs as reasonably required

KEY SELECTION CRITERIA:

Qualifications

- Tertiary qualification or postgraduate qualification in relevant discipline such as project management, health, science or research.

Essential


- Demonstrated leadership of a team (remote management is ideal)
- Demonstrated experience managing collaborative relationships with clinicians and other clinical staff/ stakeholders and influencing process improvements/developments
- Proven project coordination experience, including working with and applying project management frameworks and methodologies, such as quality planning, risk management, staff coordination and communications
- Demonstrated collaboration and influencing skills
- Ability to prioritise competing demands
- Demonstrated experience and ability to work independently and as a contributing team member
- Possess a strong understanding of the healthcare system and cancer care
- Demonstrated experience coordinating meetings and events of multiple disciplines

Desirable

- Experience in change management; including supporting the implementation of new processes within the healthcare system

Skills

- Leadership and management of a remotely based team (up to 7 staff)
- Confidence in digital communication platforms and management
- Excellent relationship and influencing skills across diverse stakeholders (external and internal)
- Excellent oral and written communication skills
- Skills in analysis and interpretation of evidence and data

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- Self-organisational skills, ability to prioritise and efficiently manage time and deliver on multiple components of a projects in a matrix structure
 - A high level of self-motivation and initiative
 - Strong problem-solving skills
 - Proven ability to work and deliver on multiple projects, by prioritising conflicting timeframes

The Person

Collaboration

- Outstanding interpersonal skills including the ability to effectively liaise and engage with staff, key stakeholders and collaborative groups.
- Ability to build effective relationships and encourage collaboration with key external stakeholders and other staff.
- Persuasive, with the ability to positively influence others and build consensus
- A team player who shares knowledge and information and seeks contributions from others

Integrity

- Consistently follows through on commitments - has a high level of discretion, diplomacy and personal integrity
- Is considerate and mindful, treating others with dignity and respect
- Has a high level of maturity and the ability to exercise sound judgment and sensitivity

Creative

- Thinks laterally and strategically and pursues opportunities for innovation
- Taps into relevant people and resources to develop solutions to overcome potential barriers

Achievement

- Outcomes focussed with pride taken in achieving goals and quality results
- A self-starter who is comfortable in taking the initiative and exercising judgement in resolving matters as they arise

Special Requirements

- Some state-wide travel may be required and ideally the incumbent will hold a current Victorian Driver's Licence